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**Sample Proposal Writing Schedule**



**Benefits of Sample Schedule**

* Provides a quick look at all the documents that need to be submitted.
* Timeline addresses the activities that need to occur to complete the application on time.
* Including a person responsible and a due date for each activity increases the chances of accountability in ensuring all tasks are completed.
* Successful planning helps to include time for reviews or edits of drafts for a strong final proposal.

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| **My Community Foundation Required Documents*** Project narrative (6 pages)
* Project budget
* Budget narrative
* List of board members, including officers’ titles
* Copy of IRS 501(c)(3) letter
* Most recent audit
* Current organizational budget
* Resumes of key staff
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| **Activity** | **Person Responsible** | **Due Date** |
| Meeting to plan grant activities using Project Planning Framework and grant outline | Education Director,Steps to Success Coordinator,Grant Writer, Financial Officer, Youth Advisory Council | 06.02 |
| List of program accomplishments | Steps to Success Coordinator | 06.09 |
| Needs addressed and population served—data and focus group reports | Steps to Success Coordinator, Youth Advisory Council | 06.09 |
| Goals and measurable objectives | Steps to Success Coordinator | 06.09 |
| Budget | Steps to Success Coordinator,Financial Officer | 06.09 |
| Update resumes of Executive Director and Steps to Success Coordinator | Steps to Success Coordinator | 06.09 |
| 1st draft of project narrative, budget, and budget narrative completed for review | Grant Writer | 06.16 |
| Review of 1st draft with comments | Education Director,Steps to Success Coordinator | 06.22 |
| Revisions to project narrative, budget, and budget narrative completed | Grant Writer | 06.22 |
| 2nd/final review of project narrative and budget narrative | Education Director,Steps to Success Coordinator | 06.26 |
| List of board members, including titles | Executive Director | 06.25 |
| Copy of IRS 501(c)(3) letter | Financial Officer | 06.25 |
| Most recent audit | Financial Officer | 06.25 |
| Current organizational budget | Financial Officer | 06.25 |
| Final approval | Executive Director, Board of Directors | 06.28 |
| Submit proposal | Grant Writer | 06.29 |